

Report Date: 25 Mar 2015

**Summary Report for Individual Task
805K-79R-3303
Conduct an Army Interview (Chaplain)
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Your applicant has arrived for their scheduled appointment to discuss Chaplain options. You have access to recruiter workstation (RWS), USAREC Manual 3-01, USAREC Regulation 350-1, Army Chaplain recruiting publicity item (RPI (/personal presentation item (PPI), Recruiter Zone (RZ) calendar, board schedule, all processing documents, and Direct Commission and Accession (DCA). This task should not be trained in MOPP 4.

Standard: Conduct the Army Interview creating trust and credibility, delivering an Army story, confirming applicants qualifications, determining the applicant's alternative courses of action, and leading the applicant through a decision making process to engender a commitment to commission IAW UM 3-01, Chapter 11.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>.

Performance Steps

1. Prepare for the counseling session (Army Interview).

- a. Analyze blueprint information to mentally prepare and establish trust and credibility.
- b. Encourage influencer to be present at interview if possible.
- c. Formulate a strategy to effectively convey Chaplain programs and options.
- d. Consider possible obstacles that might arise, and develop multiple strategies to handle them.
- e. Check personal appearance (Dress for success).
- f. Gather the appropriate presentation aids.

(1) Recruiting publicity items (RPI)/personal presentation items (PPI).

(2) Chaplain magazines and brochures.

(3) Chaplain related web site addresses.

g. Compile packet items/documents (SF 180, PE pre-screening documents, release of information form, security information questionnaire, transcript release form).

2. Establish trust and credibility.

a. Build trust and credibility throughout the entire process to ensure that the prospect is comfortable. Show genuine concern and sincerity during the entire counseling session.

b. Tell their Army story based on the applicant's perception of the Army (optional).

c. Address misconceptions and misunderstandings constructively.

3. Confirm qualifications.

a. Introduce the privacy act statement.

b. Moral qualifications.

c. Professional qualifications (e.g., education, malpractice, licensure).

d. Administrative (RE codes, age in grade).

e. Informed the prospect of their eligibility, minimum pay grade, and Waiver requirements (if necessary).

4. Discuss plans to achieve their goals (near-term, long-term and specific year group). Display a genuine interest in the prospect's plans and provide positive feedback and guidance.

5. Present appropriate Chaplain programs and options that match the prospect's goals/passions(SOLDIER).

a. Service to country (history of Chaplains, providing quality Chaplains to America's armed forces, an Chaplain officer is a Soldier, leader, and Chaplain provider).

b. Occupational/career enhancement (continuing education).

c. Leadership (Chaplain officer is a SOLDIER, and a well educated, experienced Chaplain provider, autonomy, command opportunities, leader development courses).

d. Diversity (scope of practice, working with professionals in other countries, humanitarian missions).

e. Income.

f. Excitement.

g. Respect (Chaplain officer, pride of service to a great nation, sense of great worth to a unique community (Army family members and service members), honor, and prestige of being a part of Army Chaplain).

6. Generate and analyze alternatives.

a. Regular Army.

b. Army Reserve.

c. Enlisted/Officer Candidate School (OCS) if applicant does not qualify for a Chaplain commission.

d. Reserve Officer Training Corps (ROTC).

e. Non Army.

7. Make a decision and work through obstacles.

a. Ask for the commitment to commission if selected (coach, lead and mentor the applicant through the decision making process).

b. Ask the prospect what concerns or barriers would prevent him or her from submitting an application for appointment and respond appropriately to obstacles or barriers.

8. Execute the decision.

a. Initiate processing (Military Entrance Processing Station (MEPS) physical, packet preparation, board schedule, etc.).

b. Schedule a follow-up to deliver more information if applicant does not agree to commission or if it is necessary to collect additional processing documents.

c. Ask applicant for a referral.

9. Document results of interview in recruiter zone and move to DCA if appropriate.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for the counseling session (Army Interview).			
a. Analyzed blueprint information to mentally prepare and establish trust and credibility.			
b. Encouraged influencer to be present at interview if possible.			
c. Formulated a strategy to effectively convey Chaplain programs and options.			
d. Considered possible obstacles that might arise, and develop multiple strategies to handle them.			
e. Checked personal appearance (Dress for success).			
f. Gathered the appropriate presentation aids.			
(1) Recruiting publicity items (RPI)/personal presentation items (PPI).			
(2) Chaplain magazines and brochures.			
(3) Chaplain related web site addresses.			
g. Compiled packet items/documents (SF 180, PE pre-screening documents, release of information form, security information questionnaire, transcript release form).			
2. Established trust and credibility.			
a. Built trust and credibility throughout the entire process to ensure that the prospect is comfortable. Showed genuine concern and sincerity during the entire counseling session.			
b. Told their Army story based on the applicant's perception of the Army (optional).			
c. Addressed misconceptions and misunderstandings constructively.			
3. Confirmed qualifications.			
a. Introduced the privacy act statement.			
b. Moral qualifications.			
c. Professional qualifications.			
d. Administrative (RE codes, age in grade).			
e. Informed the prospect of their eligibility, minimum pay grade, and Waiver requirements (If necessary).			
4. Discussed plans to achieve their goals (Near-term, long-term and specific year group). Display a genuine interest in the prospect's plans and provide positive feedback and guidance.			
5. Presented appropriate Chaplain programs and options that match the prospect's goals/passions (SOLDIER).			
a. Service to country (History of Chaplain, providing Chaplains to America's armed forces, an Chaplain officer is a Soldier, leader, and Chaplain provider).			
b. Occupational/career enhancement (continuing education).			
c. Leadership (Chaplain officer is a SOLDIER, and a well educated, experienced Chaplain provider, autonomy, command opportunities, leader development courses).			
d. Diversity (scope of practice, working with professionals in other countries, humanitarian missions).			
e. Income.			
f. Excitement.			
g. Respect (Army officer, pride of service to a great nation, sense of great worth to a unique community (Army family members and service members), honor, and prestige of being a part of Army Chaplains).			
6. Generated and analyzed alternatives.			
a. Regular Army.			
b. Army Reserve.			
c. Enlisted/Officer Candidate School (OCS), if applicant does not qualify for a Chaplain commission.			
d. Reserve Officer Training Corps (ROTC).			
e. Non Army.			
7. Made a decision and worked through obstacles.			

a. Asked for the commitment to commission, if selected (Coach, lead and mentor the applicant through the decision making process).			
b. Asked the prospect what concerns or barriers would prevent him or her from submitting an application for appointment and respond appropriately to obstacles or barriers.			
8. Executed the decision.			
a. Initiated processing (Military Entrance Processing Station (MEPS) physical, packet preparation, board schedule, etc.).			
b. Scheduled a follow-up to deliver more information, if applicant does not agree to commission or if it is necessary to collect additional processing documents.			
c. Asked applicant for a referral.			
9. Documented results of interview in recruiter zone and moved to DCA, if appropriate.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None